

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

METROLOGIST MANAGER

JOB DESCRIPTION

Employees in this job supervise, coordinate, and direct the work of professional subordinates in a complex work area. The employee, under general supervision, works within general methods and procedures, and exercises considerable independent judgment in adapting and applying the appropriate guidelines to specific situations. The work requires a thorough knowledge of the policies, procedures, and regulations of the state programs for the regulation of weights and measures and motor fuels quality, and knowledge of personnel policies and procedures. The level of the position is supported through the application of the Professional Managerial Position Evaluation System.

There are three classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classification.

Position Code Title – Metrologist Manager-2

Metrologist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Metrologist Manager-3

Metrologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Metrologist Manager-4

Metrologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, coordinates, schedules, and administers the state weights and measures and motor fuels quality program to assure accuracy and compliance with state laws and regulations.

Serves as an advisor to department staff and to business and industry on weights and measures and motor fuels quality problems.

Updates laws, regulations, and policies dealing with weights and measures and motor fuels quality.

Directs the development of uniform testing and inspection procedures for enforcement.

Oversees the operation of the weights and measures laboratory.

Oversees the accreditation process of the state weights and measures laboratory.

Oversees the more technically difficult inspections.

Assists in the development of evidence for court cases.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of metrology.

Thorough knowledge of motor fuels quality and weights and measures inspection methods and techniques.

Thorough knowledge of state laws pertaining to motor fuels, quality, weights, and measures.

Thorough knowledge of the various types of weighing and measuring devices and systems in commercial use.

Thorough knowledge of legal evidence and enforcement procedures relative to the work.

Some knowledge of applied physics, chemistry, mathematics and computer programs/systems.

Some knowledge of training and supervisory techniques.

Some knowledge of employee and personnel policies and procedures.

Some knowledge of equal employment opportunity and affirmative action policies and practices.

Some knowledge of labor relations.

Ability to instruct, direct, and evaluate employees.

Ability to plan statewide motor fuels quality and weights and measures inspection and enforcement programs.

Ability to pass metrologist certification tests and/or other courses and modules conducted by the state, the National Institute of Standards and Technology or other training sources.

Ability to detect irregularities in the operation of weighing and measuring devices and systems.

Ability to make determinations on the more complex enforcement actions.

Ability to work effectively with industry personnel, other agencies and local jurisdictions.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

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Ability to train others in the work.

Ability to communicate effectively with others and speak before groups.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in a field related to scientific measurement such as the physical sciences, mathematics, industrial technology, computer science or engineering.

Experience

Metrologist Manager 13

Four years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training, including two years as a Metrologist P11 or one year as a Metrologist 12 or Metrology Specialist 12.

Metrologist Manager 14

Five years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training, including three years of experience as a Metrologist P11.

OR

Two years of experience as to a Metrologist 12 or Metrology Specialist 12.

OR

One year of experience as to a Metrology Specialist 13 or Metrologist Manager 13.

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Metrologist Manager 15

Six years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training, including three years as a Metrologist 12 or Metrology Specialist 12.

OR

Two years equivalent to a Metrologist Manager 13 or Metrology Specialist 13.

OR

One year equivalent to a Metrologist Manager 14 or Metrology Specialist 14.

Alternate Education and Expereince

Possession of an associate's degree in industrial technology, industrial engineering, metrology, mathematics, physics or a field related to scientific measurement and four years of experience as an experienced level Weights and Measures Inspector in state service will substitute for the education required for Metrologist Manager 13, 14, and 15.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

METROLMGR

Job Code Description

Metrologist Manager

Position Title

Metrologist Manager-2

Metrologist Manager-3

Metrologist Manager-4

Position Code

METRMGR2

METRMGR3

METRMGR4

Pay Schedule

NERE-107

NERE-108

NERE-109

ECP Group 3
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NN/VLWT/mbk/MP/VT